**WASHINGTON STATE
DEPARTMENT OF ECOLOGY**

December 2003

Important! Be sure to read the following before beginning your 2003 Dangerous Waste Annual Report.

What's New and Different about the 2003 Annual Reports?

A New Electronic Reporting Process on the Internet

Ecology has developed a NEW electronic reporting system called TurboWaste, but with the additional distinction ".Net" (pronounced "dot Net"), because it is located on the Internet. TurboWaste.Net. is designed to meet the needs of all reporting companies, including Small Quantity Generators (SQGs). You can enter your data directly into Notification and Annual Reporting forms that look just like the paper forms. Ecology kept most of the features of the original software, such as importing and exporting data. The data validation process was improved. Best of all, sites with a RCRA Site ID number can now complete and file all required Notifications and Annual Dangerous Waste Reports electronically over the Internet. Paper forms with signatures are only required for the first Notification.

Because of the new reporting codes and reporting differences from previous years, TurboWaste Versions 2.3 and earlier will not work.

Ecology encourages all reporting sites to submit their annual reporting data electronically. The goal is to make the process of reporting simple yet doable with the goal of saving you time and money in the process.

Benefits of Using TurboWaste.Net
- The Site ID (formerly the VF or Verification Form) remains pre-printed with all your current information, changes can be entered and submitted on-line.
- Waste generation, waste management, and shipping records can be entered throughout the year but not submitted to Ecology until the user is ready.
- Data entry has two versions - one for experts designed for rapid data entry, and one for beginners with labeled boxes for easy data entry.
- New automated features can auto-fill in certain sections of the forms based on previous entries (such as waste amounts and OI facility name and location).

- Built in waste codes prevent typos.
- Improved data validation checks alert you to errors before you submit your data.
- Click to submit your entire report. No more E-mail attachments, or mailing packages.
- View your annual reports from earlier years.

To get started, go to https://fortress.wa.gov/ecy/turbowaste open TurboWaste.Net and send an E-mail to Ecology to request a PIN number. A PIN number will be sent through regular mail to your company administrator. Your company administrator can set up your user account(s) and password(s). The process is similar to setting up an electronic banking transaction. Un-submitted annual report or notification information is only viewable by the company administrator or their delegates.

Note! Electronically submitted forms filed with the new TurboWaste.Net have an automatic 30 day reporting extension deadline to April 1, 2004.

TurboWaste.Net works with any computer having Internet and E-mail access. We recommend a DSL or Cable modem. There is no software to install.

Pre-printed paper Site ID and blank GM, OI, and WR forms will still be provided by Ecology.

For more information call the Annual Report Helpline at 1-800-874-2022 (from within the state), or (360) 407-6170, or e-mail: turbowaste@ecy.wa.gov.

Site Identification Form (Site ID Form)
The new Site ID Form replaces both the Notification of Dangerous Waste Activities (Form 2), and the Dangerous Waste Annual Report Verification Form (VF). This new combined form will be used to obtain a RCRA Site ID number, update waste management activities, withdraw notification, and update site information on the Dangerous Waste Annual Report.

2003 Annual Report Code Changes
Annual Reporting "Source", "Form" and "Management" codes were replaced for the 2003 reporting year. Crosswalk tables of the new codes are included in the 2003 reporting instructions. The "W001" waste code for PCB's has been changed to "WPCB".